

## COMMERCIAL MECHANICAL AND HOODS SUBMITTAL CHECKLIST

### PERMIT SUBMITTAL REQUIREMENTS:

- ☐ **Signed Permit Application(s)** (1 Copy)  
Bldg/Mechanical/Plumbing/Sign/Sprinkler/Demolition Permit completed, with Mechanical portion completed and all fixture counts quantified.
- ☐ **Mechanical Drawings:**
  - ☐ **Two (2) complete sets of Mechanical Drawings** ( $1/8'' = 1'$  minimum scale)
  - ☐ **Plan Set Requirements:** 24" x 36" maximum size, (bound edge), 5/8" thick. Pages numerically organized in separate sets that are uniformly sized and stapled. Minimum plan size shall be a measurable scale for review and legible for records.
  - ☐ **Mechanical ductwork** must be shown over a shaded back floor plan of corridors and rooms, indicating where fire or smoke dampers are required by the building plans.
- ☐ **Type I and Type II hoods should be submitted as separate mechanical permits.**
  - ☐ **Type I Hoods** required where cooking appliances produce grease or smoke. Type I hood submittals require an equipment list and kitchen exhaust drawings for review.
  - ☐ **Type II Hoods** required where cooking or dishwashing appliances produce heat or steam but not grease or smoke. Catalog cuts of equipment served and letter from owner required for all hoods.

### **I. HEATING, VENTILATION & AIR CONDITIONING (HVAC)**

- Size of ducts and outlets; equipment schedule of brand names, fuel type, model numbers, tons of cooling, efficiency ratings, capacity, motor efficiencies, unit weights, economizers or justification of exceptions; and schedule of smoke and fire dampers.
- Combustion or make-up air source, size and locations.
- Roof parapet and screening, where applicable or required.
- Structural details and calculations stamped by a licensed engineer for all suspended, floor-mounted, and rooftop mechanical units when required by ASCE 7-10 section 13.1.4.
- Manufacturers' installation instructions/catalog cut sheets for all equipment specified.
- Compliance with Washington State Energy Code, to include economizers.

## II. **KITCHEN OR HAZARDOUS EXHAUST SYSTEMS**

- Exhaust fire detection systems to be identified as integrated with building fire detection if automatic detection is required.
- Building section of ceiling/roof, ceiling/floor and wall penetrations by ducts and/or hoods.
- Minimum clearances to wall or shaft enclosures, including details and tested assemblies fire-wrap or other rated enclosures. Inspections required prior to enclosure.
- Termination outlet distances from adjacent property lines, buildings, tenants, parapets, grade, openings, supply units, and roof.
- Dedicated make-up air system.
- Equipment manufacturer model # for cooking, grease and steam-producing appliances.
- Stainless steel (washable, non-combustible) wall and ceiling treatment shown on elevations and reflected ceiling plans.
- Hinges required at upblast fans for Type I or Type II hoods.

### **APPLICABLE CODES AND REFERENCES**

- Automatic Fire Detection & Suppression Systems Ordinance No. 1902-92
- International Building Code (IBC), 2015 Edition & WAC 51-50
- International Existing Building Code (IEBC), 2015 Edition & WAC 51-50
- International Fire Code (IFC), 2015 Edition & WAC 51-54
- International Mechanical Code (IMC), 2015 Edition & WAC 51-52
- Washington State Energy Code (WSEC), 2015 Edition, WAC 51-11 (C, R, Appendix)
- Everett Municipal Code, Title 19 Zoning



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